

~~CIA INTERNAL USE ONLY~~

13 August 1962

MEMORANDUM FOR: Assistant Director, Central Reference

SUBJECT : Realignment of Document Division

I. PROBLEM

The dissemination function should be more timely, less subject to delay by changing conditions.

II. FACTS

A. The whole dissemination function is delayed by selection for indexing and area batching.

B. The dissemination of information reports is delayed by the relatively small volume of other documents requiring more detailed processing.

C. Some functions within the Processing Section are directly controlled by professional personnel in other sections.

III. DISCUSSION

A. Any processing step put ahead of dissemination slows down the process. Recent experiments indicate that the increased number of batch envelopes prepared for the specialized indexing areas results in excessive paper handling for the disseminators. This, in addition to the time required for the actual selection step, the initial preparation of code sheets and the batching, results in a significant delay of the dissemination function. As it is feasible to disseminate from large unbatched groups of documents, it would be better to place the selection and batching steps after dissemination.

B. Information reports can be disseminated more rapidly than those documents requiring special handling, and therefore should be processed separately.

~~CIA INTERNAL USE ONLY~~

CIA INTERNAL USE ONLY

-2-

DISCUSSION - Cont'd.

C. The fact that the Selection Staff instructs the batch clerks, the disseminators instruct the distributors, and the typing of intellofax mats is directly related to the indexing mission, suggests the possibility of more efficient organization. The present separation of the Division into two branches, one largely professional, the other largely clerical, results in inflexibility and inefficient use of manpower.

D. By placing the two main missions of the Division into separate branches and reassigning several functions we can completely divorce the dissemination and indexing functions. This would result in a more efficient use of administrative personnel enabling us to establish more flexible procedures, develop a new emphasis on timely dissemination and find the time to service reading requirements.

IV. CONCLUSIONS

A. Transfer the dissemination responsibility from the Analysis Branch to the Control Branch. Change the name of the Control Branch to Dissemination Control Branch.

B. Transfer the indexing functions of the Selection Section to the Indexing Section and the balance to the Dissemination Control Branch.

C. Transfer the Typing Unit from the Processing Section to the Analysis Branch. Change the name of the Processing Section to Control Section.

D. Provide for the separate dissemination and processing of information reports and other documents.

E. Up-grade the present slot for the Chief of the Indexing Section from GS-12 to GS-13.

Chief, Document Division

25X11A9a

Attachment:

- A. Present and Proposed Division Organization.
- B. Table of organization of Branches.

CIA INTERNAL USE ONLY